KSAs
COMPUTER SPECIALIST
GS-334-13

1. Knowledge of the law and regulations relative to Federal student loan programs.

2. Knowledge of automated data processing standards, policies and system design guidelines.

3. Ability to implement student loan policy through design, development, and administration of student loan systems.

4. Ability to analyze and evaluate work concerned with integrated systems of computer programs and/or computer equipment and apply available technologies and basic management principles to adapt computer methods to a variety of subject matter situations.

KSA WEIGHTING SHEET

MPP#

Position Title, Series, and Grade Computer Specialist, GS-0334-13

Organizational Location ED/SFA/Students Channel/Administrative Services

Weights established by Jennifer Douglas

Date xxx

KSA	Weight
1. **Knowledge and thorough understanding of the law and regulations relative to Federal student loan programs.**	
2. **Knowledge of automated data processing standards, policies and system design guidelines.**	
3. **Ability to implement student loan policy through design, development, and administration of student loan systems.**	
4. **Ability to analyze and evaluate work concerned with integrated systems of computer programs and/or computer equipment and apply available technologies and basic management principles to adapt computer methods to a variety of subject matter situations.**	

Note: Weights must total 10. The weight for any one item can range from 1.0 to 4.0 in increments of 0.5.

Name of Selecting Official Jennifer Douglas, General Manager, Students Channel
Building and Room # ROB-3, Room 5050 Telephone 202-708-9951

KSA #1 Title: <u>Knowledge and thorough understanding of the law and regulations relative to Federal student loan programs.</u>

Points

Points: 4 SUPERIOR knowledge is indicated by: <u>Candidate must extensive knowledge and experience (more than five years) in the Federal Family Education Loan Program (also called the Guaranteed Student Loan Program and Stafford Load Program), the Direct Loan Program or the Perkins Loan Program with responsibilities for writing, interpreting or implementing program laws and regulations.</u>

Points: 3 HIGHLY SATISFACTORY knowledge is indicated by: <u>Candidate must extensive knowledge and experience (two to five years) in the Federal Family Education Loan Program (also called the Guaranteed Student Loan Program and Stafford Load Program), the Direct Loan Program or the Perkins Loan Program with responsibilities for writing, interpreting or implementing program laws and regulations.</u>

Points: 2 SATISFACTORY knowledge is indicated by: <u>Candidate must evidence of at least one year of experience in the Federal Family Education Loan Program (also called the Guaranteed Student Loan Program and Stafford Load Program), the Direct Loan Program or the Perkins Loan Program with responsibilities for writing, interpreting or implementing program laws and regulations.</u>

Points: 1 BARELY ACCEPTABLE knowledge is indicated by: <u>Candidate has less than one year experience in the Federal Family Education Loan Program (also called the Guaranteed Student Loan Program and Stafford Load Program), the Direct Loan Program or the Perkins Loan Program with responsibilities for writing, interpreting or implementing program laws and regulations.</u>

Signature: _____ Date: _____

KSA #2 Title: <u>Knowledge of automated data processing standards, policies and system design guidelines.</u>

Points

Points: 4 SUPERIOR skill is indicated by: <u>Candidate has extensive knowledge and experience in large-scale systems design, development and operation with a sound knowledge of mainframe, micro-computer and client-server uses and capabilities, life-cycle management, and state-of-the-art development and system administration tools.</u>

Points: 3 HIGHLY SATISFACTORY skill is indicated by: <u>Candidate must have evidence of experience in large-scale systems design, development and operations.</u>

Points: 2 SATISFACTORY skill is indicated by: <u>Candidate must have evidence of experience in either systems design, development and operations.</u>

Points: 1 BARELY ACCEPTABLE skill is indicated by: <u>Candidate must have limited experience in the above.</u>

Signature: _____ Date: _____

KSA #3 Title: <u>Ability to implement student loan policy through design, development, and administration of student loan systems.</u>

Points

Points: 4 SUPERIOR ability is indicated by: <u>Candidate must have extensive knowledge and experience (more than five years) in designing, developing or administering Federal Family education Loan Program (also called the Guaranteed Student Loan Program and the Stafford Loan Program), Direct Loan Program or Perkins Loan Program computer systems for either the Federal government, guarantee agencies, schools or lenders; or establishing or administering student loan operational activities for these entities.</u>

Points: 3 HIGHLY SATISFACTORY ability is indicated by: <u>Candidate must have extensive knowledge and experience (two to five years) in designing, developing or administering Federal Family education Loan Program (also called the Guaranteed Student Loan Program and the Stafford Loan Program), Direct Loan Program or Perkins Loan Program computer systems for either the Federal government, guarantee agencies, schools or lenders; or establishing or administering student loan operational activities for these entities.</u>

Points: 2 SATISFACTORY ability is indicated by: <u>Candidate should have evidence of at least one year of experience in designing, developing or administering Federal Family education Loan Program (also called the Guaranteed Student Loan Program and the Stafford Loan Program), Direct Loan Program or Perkins Loan Program computer systems for either the Federal government, guarantee agencies, schools or lenders; or establishing or administering student loan operational activities for these entities.</u>

Points: 1 BARELY ACCEPTABLE ability is indicated by: <u>Candidate should have evidence of less than one year of experience in designing, developing or administering Federal Family education Loan Program (also called the Guaranteed Student Loan Program and the Stafford Loan Program), Direct Loan Program or Perkins Loan Program computer systems for either the Federal government, guarantee agencies, schools or lenders; or establishing or administering student loan operational activities for these entities.</u>

Signature: _____ Date: _____

KSA #4 Title: <u>Ability to analyze and evaluate work concerned with integrated systems of computer programs and/or computer equipment and apply available technologies and basic management principles to adapt computer methods to a variety of subject matter situations.</u>

Points

Points: 4 SUPERIOR skill is indicated by: <u>Candidate should have extensive knowledge and experience in analysis of integrated systems of computer programs and/or computer equipment. Candidate should have considerable experience applying available technologies and basic management principles to adapt computer methods to a variety of subject matter situations.</u>

Points: 3 HIGHLY SATISFACTORY skill is indicated by: <u>Candidate should have knowledge and experience in analysis of integrated systems of computer programs and/or computer equipment. Candidate should have experience applying available technologies and basic management principles to adapt computer methods to a variety of subject matter situations.</u>

Points: 2 SATISFACTORY skill is indicated by: <u>Candidate should have knowledge and experience in integrated systems of computer programs and/or computer equipment. Candidate should have experience applying available technologies and basic management principles.</u>

Points: 1 BARELY ACCEPTABLE skill is indicated by: <u>Candidate should have a limited knowledge and experience in integrated systems of computer programs and/or computer equipment. Candidate should have limited experience applying available technologies and basic management principles.</u>

Signature: _____ Date: _____